

JOB VACANCY POSTING

POSTING #:	080-13	ISSUE DATE:	April 19, 2013
TITLE:	DEPUTY DIRECTOR	CLOSING DATE:	May 10, 2013
LOCATION:	Department of Children and Families (DCF) Division on Women (DOW) 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	M98
DISTRIBUTION:	STATE WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.			

DCF is seeking a strong manager with proven skills in overseeing staff and programs. Candidate must have good time management skills and the ability to manage multiple competing priorities. Knowledge of Women’s Services is strongly desired. Demonstrated track record as a team player is required.

Responsibilities: As a key manager, this position is responsible for managing the Division’s core functions.

- Advances public discussion of issues critical to the women of New Jersey
- Provides leadership in the formulation of public policy in the development, coordination and evaluation of programs and services for women
- Evaluates the effectiveness of program implementation and plans for the development of new programs and services
- Serves as liaison to state departments and other public and private agencies involved with laws, regulations and program development affecting women in joint efforts to expand opportunities for women
- Collaborates with other state departments to understand and address the changing needs and concerns of women
- Participates in senior leadership meetings
- Plans and assigns the work of operational staff
- Evaluates employee performance, recommending hiring, firing, promoting and disciplining of subordinates
- Ensures adequate and appropriate use of staffing resources for the Division such as identify DOW staffing needs and recommends allocation of staff resources and assists in the development of job responsibilities and equitable distribution of work

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **A Master’s degree in Social Work is preferred.**

EXPERIENCE: Seven (7) years of experience in a public or private organization involved in programs focusing on women’s services providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services, four (4) years of which shall have involved management responsibilities. **Five (5) years of experience involved in management responsibilities is preferred.**

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Electronic Filing:

Forward a cover letter and resume electronically to:

Pilar.P.Sanzari@dcf.state.nj.us.

Include the Job Opportunity # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Opportunity #) to:

Linda M Dobron, Director Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625